Position Description

Labor Category/ FLSA: E

_____Current or __X_Proposed Specific Description

Date Prepared: 06/25/2003

Approving Official: **Name: Marcia Gosha-Caldwell** **Signature:** Marcia Gosha-Caldwell
Title: HR Specialist

Standards Used: General Schedule Supervisory Guide, dated 4/98, PCS for Engineering Group, GS-0800, dated 3/90 and Industrial Engineering Series, GS-0896, dated 1/75

Position Title/Series/Grade: Supervisory Engineer, GS-0801-14

The proposed title, series and grade for the position is General Engineer, GS-0801-14. The position is properly classified in the Engineering Group, GS-0800. This standard covers "all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation or maintenance of engineering facilities". The series definition adequately describes the position under evaluation, since the duties and responsibilities involve directing and implementing all of the activities related to facilities engineering, management, operations and maintenance, as well as utility generation and distribution of NIH facilities in Bethesda, Poolesville and Baltimore, Maryland, Research Triangle Park, North Carolina, and Rocky Mountain Laboratory in Montana.

The titling practices are not specifically addressed in the standard; however, the basic principles for titling positions are implied, based on information derived from the U.S. OPM "Introduction to the Position Classification Standards". The standard states that the series assigned to a position is represented by "the primary work of the position, the highest level of work performed, and the paramount qualifications required". In this case, the primary work of the position is that of Engineer, whose primary responsibilities are to direct a wide variety of maintenance, repair and construction projects. The range of this activity requires planning, organizing, coordinating and supervising a staff of over 200 skilled and professional employees, to establishing operating criteria and plans for new construction, renovation and repair projects, ensuring compliance with the terms, conditions of the specifications and accreditation requirements with JCAHO and AAALAC. The title of "Engineer" requires practical application of basic scientific principles, fundamental engineering concepts and terminology, the units of measurement, and their interrelationship throughout all branches of engineering and a thorough understanding of engineering techniques and methods gained from four (4) years of engineering training from an accredited college or university. These requirements are

critical to the successful performance of the subject position, thus title of "Engineer" is appropriate.

The Industrial Engineering Series was used to evaluate the nature and variety of work, nature of available guidelines used to perform the work, nature of supervisory control exercised over the work, mental demands, purpose and nature of person-to-person work relationships, nature and scope of recommendations, decisions, commitments and conclusions made to ensure that the level of work, professional knowledge, abilities and qualifications are consistent with the requirements of the standard.

As Chief, MEO, the incumbent has responsibility for planning, organizing, coordinating and supervising a staff of 200 employees, which are professional and skilled trades personnel. The application of the General Schedule Supervisory Guide is appropriate since the position evaluated relies on the accomplishment of assignments the through direction of employees supervised and the major duties of the subject position occupies at least twenty-five (25) percent of the major duties of the position.

The grade level criteria are based on the evaluation of program scope and effect, organizational setting, supervisory and managerial authority exercised, personal contacts, difficulty of typical work directed and other conditions considered in assigning points as described in the General Schedule Supervisory Guide (GSSG).

Conclusion:

Factor 1 – Program Scope and Effect	Level 1-3	550 points
Factor 2 – Organizational Setting	Level 2-3	350 points
Factor 3 – Supervisory and Managerial Authority Exercised	Level 3-3	775 points
Factor 4 – Personal Contacts/Purpose of Contacts	Level 4A-3 Level 4B-3	75 points 100 points
Factor 5 – Difficulty of Typical Work Directed	Level 5-8	1030 points
Factor 6 – Other Conditions	Level 6-4	1120 points
	Total Points:	**4000 = GS-14**

Installation: National Institutes of Health, Bethesda, MD

Title: Supervisory Engineer

Occ Series: 801

Pay Plan: GS

Grade: 14

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services (DHHS), National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM and is responsible for the direction and implementation of all activities related to facilities engineering, facilities management, facilities operations and maintenance and utility generation and distribution of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process.

Duties

Major Duties and Responsibilities

As the MEO Chief, employee is responsible for directing a wide variety of maintenance, repair, and construction projects. Employee is responsible for planning, organizing, coordinating, and supervising a staff of over 200 skilled trades and professional personnel.

As the MEO Chief, the incumbent is responsible for compliance of the MEO with the terms and condition of the specifications and requirements under which the MEO is obligated to perform and assures that measurement protocol is in place within the organization to assure compliance. Requirements include accreditation of NIH facilities with JCAHO and AAALAC requirements.

Reviews/revises existing operating criteria for the MEO to assure that energy, personnel, materials, and other resources are used efficiently and effectively. Establishes operating criteria and plans for new construction, renovation, and repair projects. Coordinating and supervising construction and maintenance projects which affect the entire plant complex. The services provided by the MEO run the gamut from relatively minor construction

projects to very complex activities involving recent state-of-the-art changes both in buildings, utilities, and plant facilities. Medical research is very dynamic, inherent in which are abrupt changes in direction, which impose very stringent deadlines. Production problems continually arise for which there is little precedent requiring development of new production procedures. These changing work situations require frequent constant attention, adjustment in plans, schedules, and distribution of resources.

Review of preliminary and final plans and specifications for expansion and major alterations and facilities, prepared by architect-engineers or agency and advise on the development of detailed program requirements to assure compatibility of interfacing with existing facilities and adequacy of the design to minimize operational problems.

Advises the Director, DPM and serves as a technical expert in development of the long-range construction and maintenance projects. This involves close liaison with consulting and design agents retained to study and prepare detailed plans and specifications for new and expanded utility systems installations. This is includes the periodic Master Utility Plan update.

Advises the Director, DPM and serves as a technical expert in the area of operation and maintenance management and participates in the development of DPM instructions and operating procedures.

Serves on permanent and ad hoc committees for NIH and the ICD's related to facility issues

Visits field stations to observe and report on technical features of systems and equipment pertaining to operations management and engineering, i.e., mechanical and electrical specialties. To determine the efficiency of existing facilities and equipment and assess actual or planned practices for the operations and maintenance of the facilities. Recommends replacement, repair, or improvement of facilities and equipment.

In emergency situations involving breakdown of building services either during or outside of duty hours, incumbent may be called upon to determine alternate supply sources to restore temporary services or because of safety issues secure areas temporarily while initiating corrective actions.

Responsible for developing goals and standards of performance to guide subordinates and employees. The mission of the MEO Branch requires frequent retraining of employees because of new techniques to be applied or new equipment to be installed, repaired, or modified. Develops overall training plans that will meet these needs.

Responsible for development of MEO budgetary estimates and justifications to support program plans. Determines material, equipment, and facility needs and supervises the expenditure of allotted funds based on the resources available. Develops ways and means

of handling workload within employment and budgetary limitations.

Maintains frequent contacts with other DPM Branches for the purpose of coordinating activities pertaining to design, construction, and maintenance. Consults with engineering and commercial firms to obtain information on new processes, products, and their use.

Responsible for all personnel matters for the MEO: Approves promotions, evaluates employees' work performance, approves or reviews recruitment, awards, disciplinary actions, and separations; recommends personnel for training and approves all new hires and other actions such as details and reassignments. Schedules and approves the leave of subordinate supervisors and staff. Resolves grievances and complaints at the lowest level possible. Provides guidance to subordinates on general personnel management policy matters and other possible actions, which could affect the quantity or quality of work being accomplished. As appropriate, delegates authority to subordinate supervisors and holds these individuals responsible for the performance of their organization.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the areas under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. The incumbent, in conjunction with his/her supervisor, develops an affirmative action plan for the area supervised including appropriate objectives and goals; and monitors and periodically assesses progress. Keeps informed of, supports, and communicates to employees EEO policies, plans, and programs. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.

Supervision and Guidance Received

The incumbent has wide latitude for independent judgment, interpretation, and decision-making under the general supervision of the Director, DPM, who provides broad objectives and goals to be met while performing the duties and responsibilities of this position.

Advice, decisions, and recommendations are considered technically authoritative and are reviewed only with respect to their impact on DPM policy programs.

Guidance is available through standard engineering practices and principles obtained through professional engineering training, technical manuals, textbooks/handbooks, NIH

standards/codes/regulations/policy, etc. These guidelines are rarely adequate for solving complex and unusual operations and maintenance problems with which the employee is faced. These problems require the exercise of considerable judgment and ingenuity in their resolution.

Other Significant Facts

The position requires a background in the design, construction, operation, and maintenance of complex buildings and utility systems and knowledge of industrial engineering principles and practices.

Physical Effort:

Work usually does not require or impose unusual physical demands. Building inspections may occasionally require walking, standing, stooping, bending, kneeling, and climbing. Occasionally lifts and carries parts and equipment weighing up to 40 pounds.

Working Conditions:

Position may be subject to shift or irregular work hours.

Most work is performed in a standard office setting. On-site management or monitoring of repair activities and renovation projects may involve exposure to risks, hazards and discomforts typically present on construction sites. In such situations the incumbent is required to wear protective clothing or equipment and exercise appropriate caution.